

# Create a New User

Last Modified on 06/12/2023 10:55 am EDT

## Overview

Every individual you want to access your Resolver environment requires a User Account. A user with Administration privileges can add User Accounts to Resolver. When a User Account is created, an Administrator must assign each User to User Groups for the User to access the Resolver environment. Only Administrators can add users to the system.

---

## Related Information/Setup

For more information regarding Administrative User privileges, please see the Administrator Overview article.

- [Administrator Overview](#)

For more information on adding a User to a User Group, please see the Adding a User to a User Group article.

- [Adding a User to a User Group](#)

For more information on using an alternate language setting, please see the Languages Overview article.

- [Languages Overview](#)

For Orgs that have Data Warehouse enabled, please see the Access Your Data Warehouse Settings article.

- [Access Your Data Warehouse Settings](#)

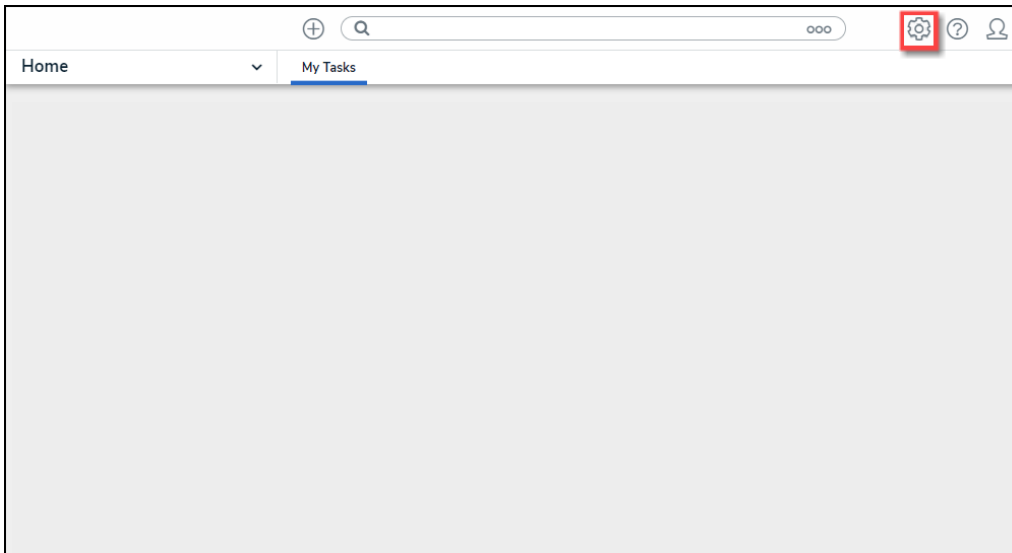
For password requirements, please see the Password Requirements article.

- [Password Requirements](#)

---

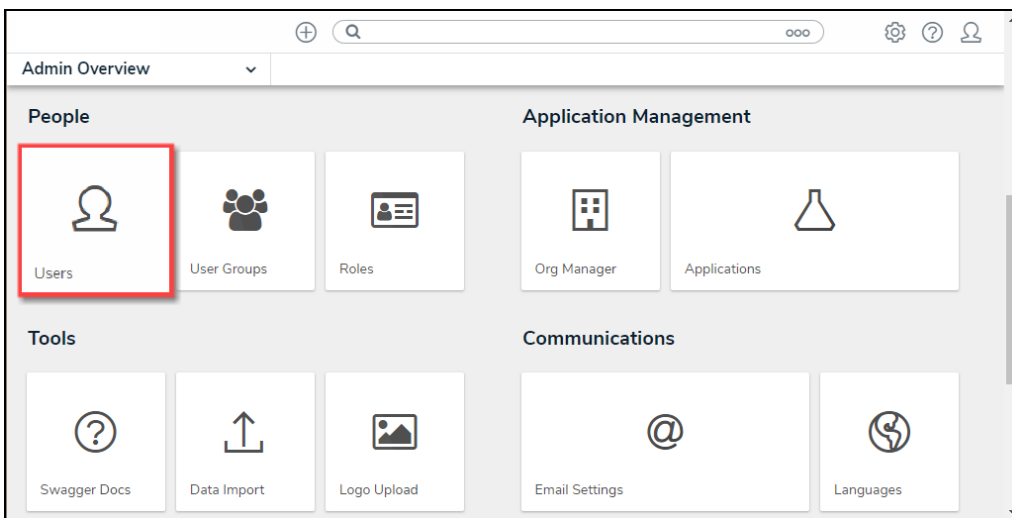
## Navigation

1. From the **Home** screen, click on the **System** icon.



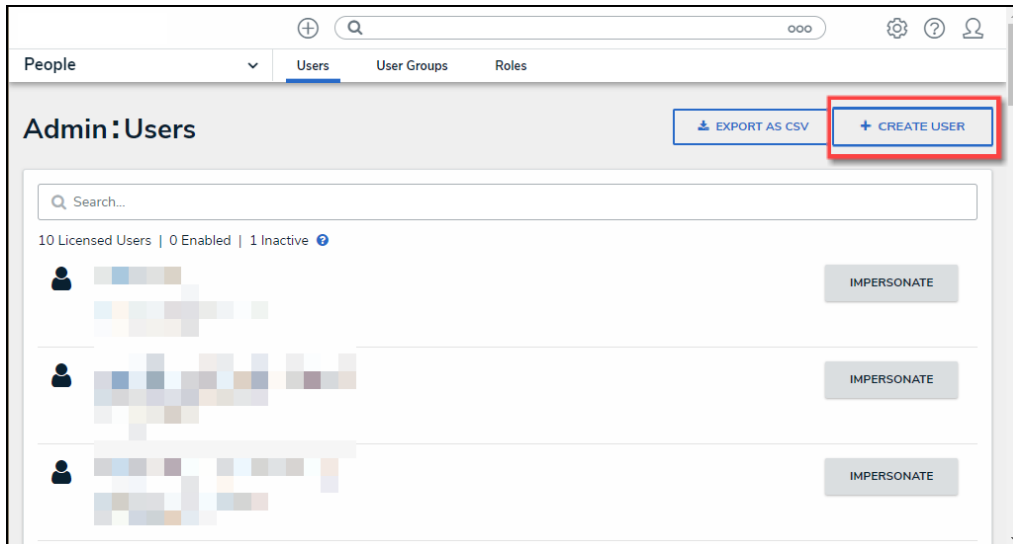
*System Icon*

- From the **Admin Overview** screen, click on the **Users** tile under the **People** section.



*Users Tile*

- From the **Admin Users** screen, click the **+ Create User** button.



+ Create User Button

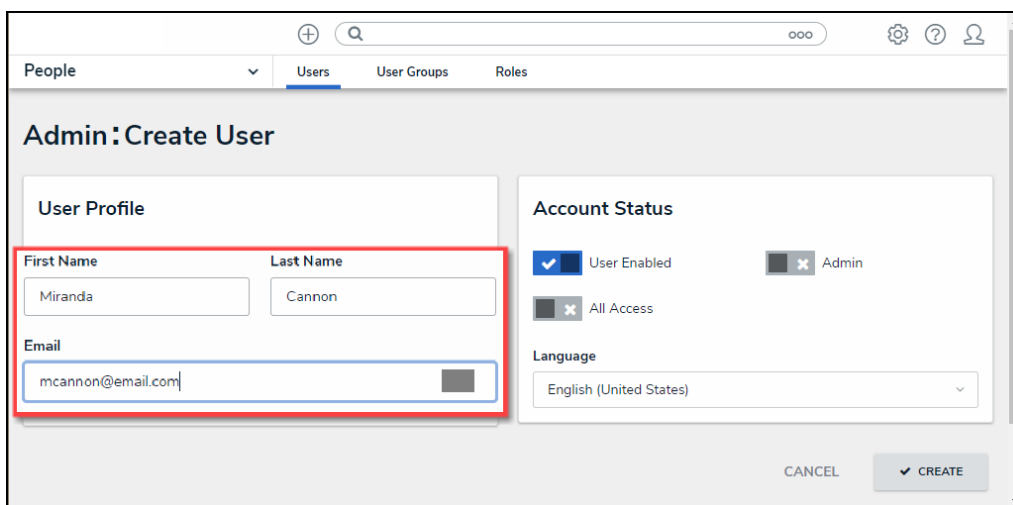
## Creating a New User

1. From the **Admin Create User** screen, enter the user's name in the **First Name** and **Last Name** fields.
2. Enter the user's email address in the **Email** field. The email address is used to:
  - Receive the Resolver sign-up email containing instructions on creating a new password and signing into Resolver.
  - Authenticate the user when logging into Resolver.



**Warning:**

*You cannot modify a User's email address after you create the user account.*



Create User Screen

3. **(Optional)** The following toggle switches are options settings and can give users absolute access or visibility in the system:

- **User Enabled:** Click the **User Enabled** toggle switch to deactivate the user account. By default, the user account is enabled.
- **Admin:** The Admin toggle switch gives users Administrative privileges within the system. The following are functions that a user with Administrative privileges can perform:
  - Create, edit, and delete configuration settings (e.g., Users, Data Imports, API access, Object Types, etc.)
  - Can access all system elements
- **All Access:** The All Access toggle switch allows Users to view, edit, and delete Objects and Object Types. The **All Access** toggle switch overrides Object Type Workflow permissions.



**Warning:**

*Resolver recommends not enabling the **Admin** or **All Access** toggle switches on for new user accounts.*

*Optional Toggle Switches*

4. **(Optional)** Select a language from the **Language** field dropdown menu to change the systems language setting. Before you can set an alternate language setting an Administrator needs to download a Languages .csv file from the system, and map language translations to the user interface text and upload the .csv file for use within Resolver.
5. Click the **Create** button to create the new user account.